

Use the following instructions to create and access your Minnesota Housing's online training account.

Note: You will need a computer with **audio capabilities** to hear the training.

Creating an Account

Step 1

Go to <http://mnhousing.coursemill.com>

Step 2

You will see a pop up "Sign In" box. Click the "Create New User" button.

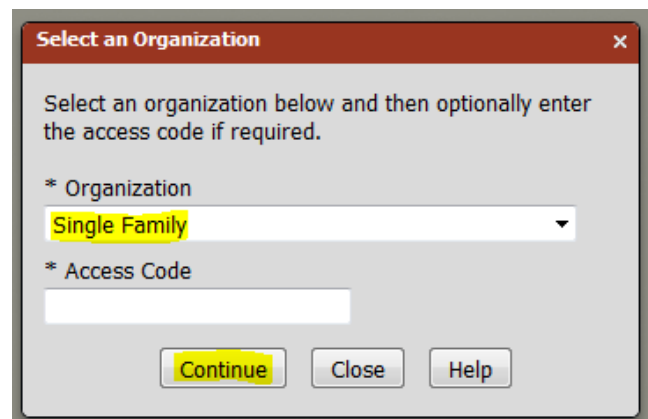


The "Sign In" pop-up box features the Minnesota Housing Finance Agency logo at the top. Below the logo, there is a "Language" dropdown menu set to "English". Underneath are input fields for "User ID" and "Password". At the bottom, there are two buttons: a grey "Go" button and a yellow "Create New User" button. A link that says "Forgot your User ID or Password?" is located at the very bottom.

Step 3

The "Select an Organization" box will appear. Make sure the "Organization" field is set to "Single Family" and click the "Continue" button.

Note: You do not need to enter an "Access Code".



The "Select an Organization" pop-up box has a title bar with a close button (X). The main text says "Select an organization below and then optionally enter the access code if required." Below this, there is a dropdown menu for "Organization" with "Single Family" selected and highlighted in yellow. Underneath is an input field for "Access Code". At the bottom, there are three buttons: a yellow "Continue" button, a grey "Close" button, and a grey "Help" button.

Step 4

The “Create New User” box will appear. Click on each of the three tabs and enter your information in the fields. Do not click “Create New User” until all three tabs are complete.

- **User Profile Tab** – You’ll create your user name and password here, as well as enter in your contact information.
Note: Disregard the “WCAG Assistance” check box at the bottom of the User Profile tab

- **Sub Orgs Tab** – Select which Minnesota Housing programs you work with. For example, if you are a lending partner who only offers homeownership programs you would select “Homeownership”. You will also select your company and job role. If your company or job roles are not on the drop-down list, select “Other”.

- **Personal Info Tab** – If you have an NMLS #, enter it here. You can also enter your company/organization name and job title if it wasn’t listed on the Sub Orgs tab.

Step 5

Accept the Terms of Use by clicking the “Accept” button.

The 'Create New User' dialog box is shown with the 'User Profile' tab selected. It contains the following fields: User ID (mrperez), First Name (Juan), Middle Initial (empty), Last Name (perez), Email (juanperez@gmail.com), Password (masked with dots), Confirm Password (masked with dots), Address (123 Main St), City (St. Paul), State/Province (Minnesota), Zip/Postal (55101), Country (United States of America), Phone (651-222-1111), Language Preference (English), and a WCAG Assistance checkbox. At the bottom are 'Create New User', 'Cancel', and 'Help' buttons.


The 'Create New User' dialog box is shown with the 'Sub Orgs' tab selected. It contains three dropdown menus: 'What programs do you use?' (Select one), 'Lending Partner you work for:' (Select one), and 'What is your primary job role?' (Select one).




The 'Create New User' dialog box is shown with the 'Personal Info' tab selected. It contains three text input fields: 'NMLS #', 'Company/Organization Name', and 'Job Title'.

A dialog box titled 'You must accept the Terms of Use to continue' is shown. It contains a text area with the text: 'Understanding amongst the members of the service to preserve the integrity and security of the e-learning platform.' At the bottom are 'Accept' and 'No' buttons.

Enrolling in Courses

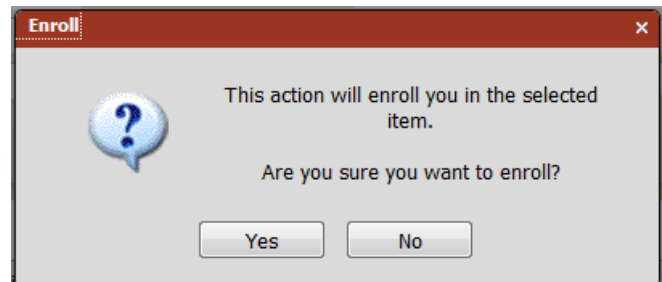
Step 1

After creating your account or logging in, you will see the Course Catalog tab first. This tab lists courses that are available to you. Click the  **Enroll** button to register for a course.

Enroll	Catalog ID ▲	Title	Description
 Enroll  Preview	INTRO_1000	 Introduction to Minnesota Housing Programs	This training provides information intended for individual basic understanding

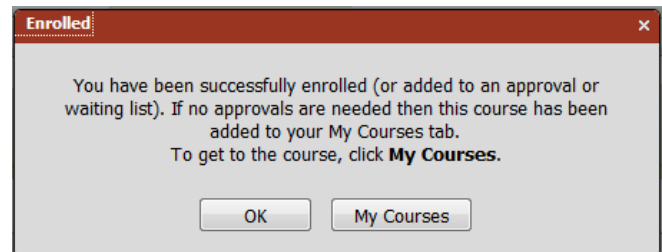
Step 2

Confirm your enrollment by clicking the “Yes” button.








Step 3

Click the “My Courses” button to view the courses for which you are registered. Click the “OK” button if you want to stay on the Course Catalog tab and register for other courses.




Step 4

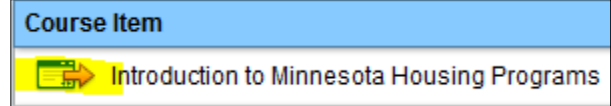
Once you're on the “My Courses” tab, you will see the courses for which you are registered. Click this icon  to expand your registration information and to launch the course.

	Title	% Complete	Status ▲	Enroll Date	Expiration
	Introduction to Minnesota Housing Programs	0%	<input type="radio"/> Not Attempted	2016-09-26	
Course Item					Status
	Introduction to Minnesota Housing Programs				Not Attempted
Course Community					Details
	Course Discussion Board				No Entries
	Session Discussion Board				No Entries

Launching Courses

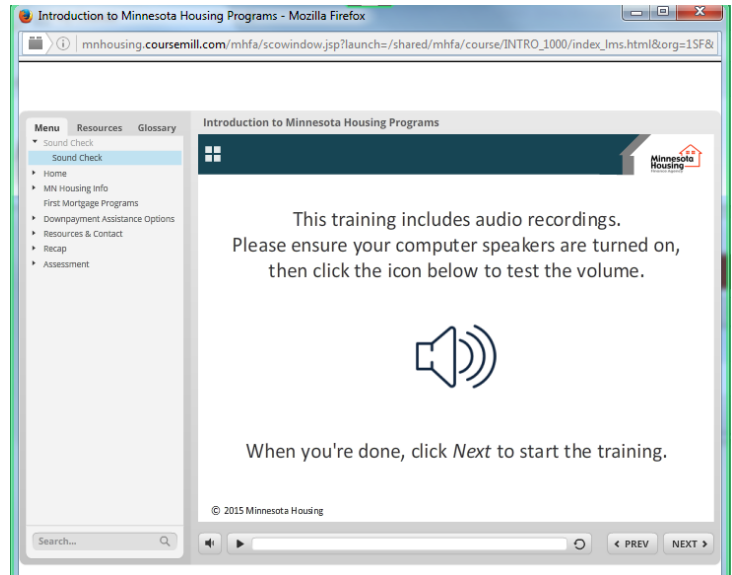
Step 1

Click the “launch course” icon  to start your course.



Step 2

A new browser window will open (called the player) and the course you selected will launch. Follow the instructions on the screen or via the audio.

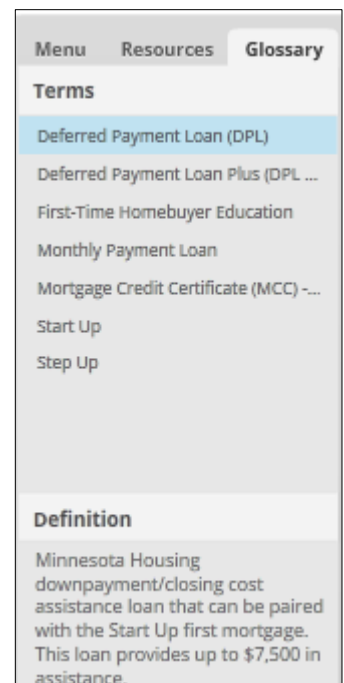
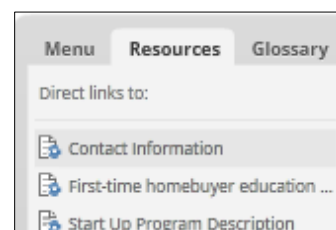
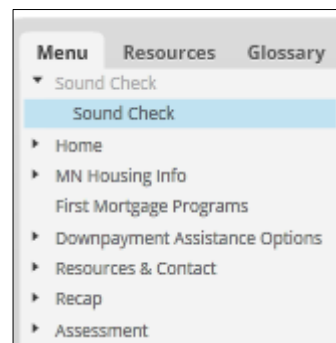


- Be sure you have audio capabilities when using your computer (unmute your computer and adjust the volume) to ensure you can hear audio information.

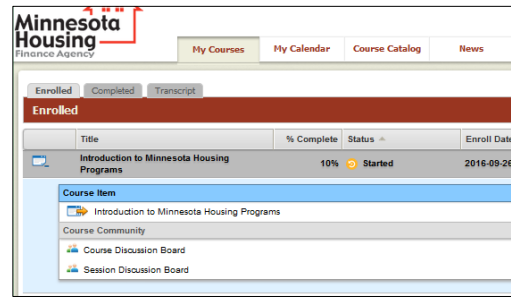
This training includes audio recordings. Please ensure your computer speakers are turned on, then click the icon below to test the volume.



- The player has information on the left side of the screen which includes:
 - **Menu Tab** – Allows you to navigate through the training topics using the menu
 - **Resources Tab** – Includes live links you can click on to get further information about a topic
 - **Glossary Tab** – Lists definitions for terms found in the training



- If you need to stop the training and start it again at a later time, the training system will remember where you left off. The next time you choose to begin the training, you will be asked if you want to start from your last spot in the training module. Simply go to the “My Courses” tab, secondary tab “Enrolled” to re-launch the training.



- If your company requires that you need a passing score, you can re-take the quiz right away or re-launch the training and go to the quizzing section of the course to take the quiz again.

Viewing Completed Trainings

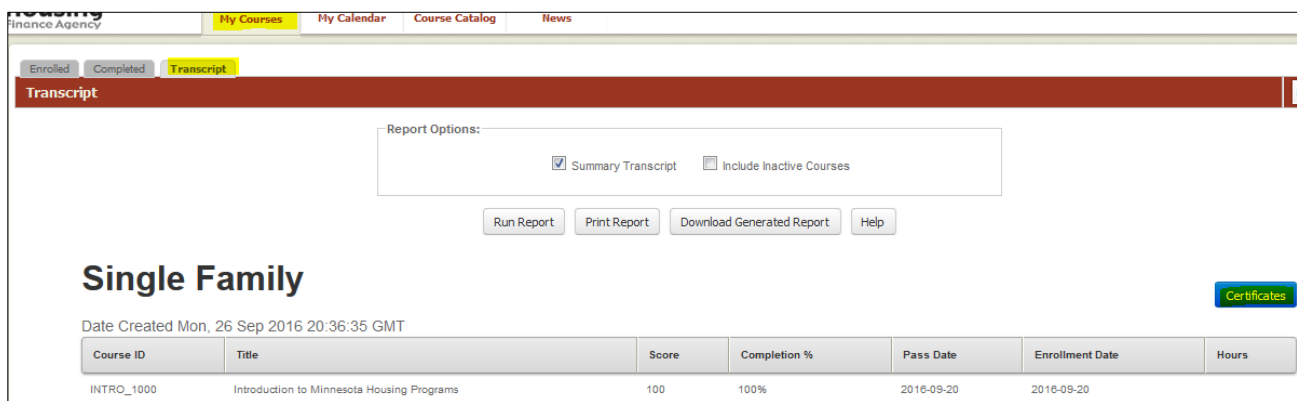
Step 1

Once you have completed the training you can view your score and status in the “My Courses” tab, and select the secondary tab “Completed”.



Step 2

You can view your training transcript on the “My Courses” tab, secondary tab “Transcript”. You can print a certificate by clicking on the blue “Certificates” button on the right side of the screen.



You can update your personal information by clicking on your name in the upper right hand corner of the screen.

